

# Identity Verification Worksheet Off Campus 2025-2026



Financial Aid Office  
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Student Name

WIN

Please allow at least 2 weeks for processing after all required documents have been submitted. Documents submitted between July 1, 2025 and August 31, 2025 may take longer to process.

## The student must provide to the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; **and**

(b) The original Identity Verification Worksheet, which must be notarized. If the notary statement appears on a separate page than the Identity Verification, there must be a clear indication that the Identity Verification was the document notarized.

## Certification and Signature

I certify that all the information reported on this worksheet is complete and correct

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student's Signature

Date

## To be completed by the Notary:

Name of Valid Photo ID	Issuing Authority of Valid Photo ID	ID Number	Expiration Date

## Notary's Certificate of Acknowledgement

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,

(Date)

(Notary's name)

personally appeared, \_\_\_\_\_, and proved to me

(Printed name of signer)

because of satisfactory evidence of non-fraudulent identification to be the above-named person who signed the foregoing instrument.

## WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on \_\_\_\_\_